



# School Site Council (SSC)

## Newport Coast Elementary

**Meeting Date:** 09/25/2024 | **Time:** 3:30 pm

**Location:** Heather Darrow's Zoom 560 931 6974

**Attendance** – See screenshot of zoom meeting, serving as sign in sheet

**-Principal:** 01 | **-Teachers:** 02 | **-Classified Staff:** 01 | **-Parents:** 03 | **-Students:** 00 | **-Guests:** 01

### MINUTES

Legal Requirements/ Training Covered:		
Check topic(s) covered at this meeting and reflected in minutes.		
X	1	<b>Training</b> provided for all SSC Members on procedures, roles, and responsibilities.
X	2	Annual notification of <b>Uniform Complaint Procedures</b> .
X	3	Develop, evaluate, and approve the <b>School Plan for Student Achievement (SPSA)</b> , including the proposed expenditures of funds, and <b>Annual Evaluation</b> . Review and approve the SPSA Needs Assessment Approve current year SPSA/Annual Evaluation, including proposed expenditures of funds Approve the Prop 28 Expenditure Plan Mid-Year SPSA Progress Report Develop next year's SPSA Approve draft of next year's SPSA/Annual Evaluation
X	4	Involve parents in planning, review, and improvement of school <b>Parent/Family Engagement</b> . Notification and discussion of Parent Education Opportunities and Family Engagement Opportunities that are offered during the school year Review the Parent/Family Needs Assessment (Title I Schools) Review and evaluate current Parent/Family Engagement policy Revise (if needed) and approve Parent/Family Engagement policy
	5	Review and approve the <b>Comprehensive School Safety Plan</b> .
	6	Review, revise (if needed) and approve the <b>Home-School Compact</b> (Title I Schools).
X	7	Provide input on the <b>SPSA &amp; Local Control Accountability Plan (LCAP)</b> using slides provided by the Special Projects department.
	8	Develop and/or approve <b>SSC Bylaws</b> .

**I. Welcome and Introductions/Call to Order**

*(Open the meeting and state the time. Count the members present. Indicate if a quorum is met. A quorum is 51% of the total School Site Council membership. If a quorum is not met, the meeting can proceed as an informational meeting only; items may not be voted on.)*

The meeting was called to order at **3:32 PM** by Heather Darrow. A quorum is met.

**A. Approval of Minutes**

*(The minutes are either approved and seconded as read or as corrected.)*

Members read the Minutes from the previous meeting via email sent in advance. It was moved by Arash Dowlatshahi and seconded by Kathleen Ossenmacher that the minutes be approved as written.

**B. Approval of Proposed Agenda**

*(The agenda is either approved and seconded, or members may vote to add items.)*

Members read the proposed Agenda via email sent in advance. It was moved by Arash Dowlatshahi and seconded by Carmen McCormick that the Agenda be approved.

**II. Committee Reports**

*(This section includes correspondence and various committee or advisory committee reports. Each report could conclude with a motion that the Council must address. Summarize reports, discussion, parent input, comments, or actions taken.)*

- A. N/A

**III. Requirements Covered**

*(List the topic(s) to be addressed from the numbered list above. Summarize discussion, parent input, comments, or actions taken.)*

- A. School Site Council Training – Reviewed role of the School Site Council, shared slideshow of the council's purpose and duties.
- B. Uniform Complaint Procedures – Explained what is the UCP. Heather Darrow shared a slide and gave examples of types of things that would fall under UCP such as compliance to regulations regarding facility conditions.
- C. SPSA Development – We will review and approve the SPSA throughout the year and assess our progress to the goals specified in the plan. We went over the goals which includes PBIS recognition, new ODR form, attendance, and state testing results.
- D. Parent/Family Engagement – Reviewed our Parent/Family Engagement statement which is available in the student/parent handbook. Our PTA and Foundation have a new initiative this year to work together to further provide enrichment for students and community engagement.

**IV. Unfinished Business/Follow Up on Topics**

*(This section includes any issue that was not concluded, postponed, or tabled during the prior meeting. The chairperson and principal would add these items to this section of the agenda. Summarize discussion, parent input, comments, or actions taken.)*

- A. N/A

**V. New Business/Other Presentations or Guest Speakers**

*(This section includes any new issues before the Council. Include any announcements in this section. Summarize discussion, parent input, comments, or actions taken.)*

- A. We discussed the GATE program and shared information about the upcoming parent meeting on September 30.
- B. It was moved by Heather Darrow and seconded by Kathleen Ossenmacher that Arash Dowlatshahi will serve as our chairperson for this year.

**VI. Adjournment**

*(A motion to adjourn may be made at any time of the meeting. The Council should establish a timeline for its meetings. If the business cannot be completed, a special meeting of the Council should be called)*

*to address the remaining agenda items.)*

Heather Darrow moved to adjourn. The SSC Meeting was adjourned at **4:06 PM**.

Minutes submitted by: **Patricia Pham, Administrative Assistant**